

INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

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1. General acceptable use

RESPONSIBILITY – All users. A user can be a permanent staff member, contractor, consultant, temporary staff member, customer, supplier or any other related party who has access to the company's information technology facilities and systems.

PURPOSE – The purpose of this policy is to direct all users of information technology facilities regarding the acceptable use and security of facilities.

STATEMENTS

- VIRGONOMICS CC'S information technology facilities are provided for VIRGONOMICS CC business purposes, work-related research and development activities and professional development activities. VIRGONOMICS CC'S information technology facilities **may not** used for any of the following (this is a non-exhaustive list):
 - Communications or activities in connection with the personal private interests of the user or the user's family, except in limited usage cases.
 - Storing, downloading, transmission and possession of pornographic or sexually explicit materials. In the event that you receive such material via e-mail, you are obliged to immediately deleted same.
 - Transmitting defamatory, slanderous, threatening and abusive messages, inflammatory statements or any messages that may be construed as such.
 - Political or religious statements, foul language or any other statements which could be interpreted as harassing or discriminatory of others on the basis of race, creed, colour, age, sex, national origin, disability or physical attributes or any other unlawful grounds are prohibited.
 - Propagating, storing, sending, responding to, redirecting, forwarding or

participating in chain letters, junk e-mail or other e-mail which are contrary to this policy. Do not respond to chain letters or junk e-mail asking to be removed from distribution lists. A response will only act as verification of your e-mail address.

- Altering, destroying or otherwise infringing on the privacy of other employee's and third parties computer-based information residing on VIRGONOMICS CC'S IT facilities.
 - Playing computer games or engaging in any other form of entertainment, gambling, Internet related transactional activities or sporting activities, which are not related to business needs.
 - Any activities and communications, which could harm the good name and reputation of VIRGONOMICS CC.
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- Users must keep their passwords confidential. Passwords must not be revealed to anyone, without exception.
 - Users must not save fixed passwords in the applications (i.e. web browsers or e-mail clients).
 - Users shall not attempt any access penetration tests, any investigations or perform any other activities to compromise the access controls of VIRGONOMICS CC'S computing facilities.
 - Users may not send, publish or make available confidential VIRGONOMICS CC material (internal memorandums, policies etc.) on any VIRGONOMICS CC or external computer linked to VIRGONOMICS CC unless the owner of the information has first approved publication of these materials.
 - Downloading, copying, using or transmitting software, media of any kind and / or information on VIRGONOMICS CC'S information systems in a manner which is inconsistent with the supplier's or vendor's licenses or the owner's or the vendor's copyright, is strictly forbidden.
 - Users must not open e-mail messages suspected of containing a virus. Users must not open e-mail messages and attachments from unknown senders or any person whom they do not trust. Suspected e-mail messages must be deleted immediately.
 - Equipment may not be used for any other purpose other than the execution of VIRGONOMICS CC business. VIRGONOMICS CC shall not be held responsible for the loss of, or unavailability of personal or private data.
 - Computers, printers and other non-portable information systems equipment belonging to VIRGONOMICS CC may not be removed from company offices without Director's approval.

- Equipment and media taken off VIRGONOMICS CC premises should not be left unattended in public areas. Equipment and media should at all times be placed in a safe place when unattended for safety and insurance purposes. Any loss of equipment due to negligence will be the responsibility of that person.
- All information such as electronic office documents, e-mail messages, etc. residing on or traversing VIRGONOMICS CC networks, including computer resources such as desk top workstations, hard drives, monitors, printers, network facilities and other equipment, may be monitored by VIRGONOMICS CC. Management reserves this right for VIRGONOMICS CC'S legitimate commercial purposes, but also to ensure compliance by users with these standards and to protect the security of VIRGONOMICS CC'S computer systems. Users therefore need to be aware that any personal use of VIRGONOMICS CC'S e-mail or Internet links may not remain private and users are advised to inform any person e-mailing them at work of this policy.

2. **Software licensing and use**

RESPONSIBILITY – All users. A user can be a permanent staff member, contractor, consultant, temporary staff member, customer, supplier or any other related party who has access to the company's information technology facilities and systems.

PURPOSE – When a personal computer is connected to the network, it is transformed into an enterprise network device. Indiscriminate changes to software and hardware configurations on these devices have the ability of disrupting the proper functioning of the entire corporate wide area network due to the transmission of unwanted protocols and the propagation of viruses or worms.

STATEMENTS

- It is VIRGONOMICS CC'S policy to operate software that is legally licensed. All software shall be licensed in the company's name or be freely licensed software (shareware) and be sourced from and installed by appropriately authorized personnel.
- Unauthorized / pirated software or other electronic media is prohibited on all VIRGONOMICS CC'S information systems.
- Users may not store, copy, distribute or otherwise process any media such as movies, music, games, DVD material on VIRGONOMICS CC equipment without the authorization of management.

- It is prohibited to install or run non-business software related (e.g. games, extraneous screen savers and greeting card products, disk maintenance utilities Internet tools, hacking tools etc.) on any device attached to a company computer.
- Copies of copyrighted software on VIRGONOMICS CC'S networks, computers or any storage media (i.e. memory sticks, disks, tapes) are prohibited unless such copying is consistent with third party license agreements and are made from contingency planning purposes.
- Software licensed in the name of VIRGONOMICS CC shall not be installed on any non-VIRGONOMICS CC owned computer unless there is a demonstrated need and the user is authorized to do so by management.

3. **Internet, instant messaging and e-mail acceptable use**

4.

RESPONSIBILITY – All users.

PURPOSE – The purpose of these standards is to direct all VIRGONOMICS CC employees in the acceptable use and security of VIRGONOMICS CC'S Internet, Instant Messaging and e-mail facilities. These standards contain directions to employees, setting out both acceptable and unacceptable Internet and e-mail use, with the aim of controlling employee behavior and actions that contribute to VIRGONOMICS CC'S internet and e-mail risks, while maximizing the benefits to be gained by VIRGONOMICS CC through Internet and e-mail usage.

STATEMENTS

- VIRGONOMICS CC'S Internet and e-mail facilities are provided for business use, communication and exchange of information for business purposes, for professional development, to maintain professional proficiency or to debate and collaborate on issues in a work-related field of knowledge.
- Occasional personal use of VIRGONOMICS CC Internet and e-mail facilities is allowed under the following conditions:
 - Occasional and very short personal e-mail communications by users are acceptable, provided that they do not interfere with the users' work, cause an overload on VIRGONOMICS CC IT infrastructure such as large e-mail attachments and comply with the requirements of this policy at all times. If the user is not sure whether a personal communication complies with the requirements of this policy, the prior authorization of management must be

obtained before such messages are sent.

- Personal use of VIRGONOMICS CC'S Internet facilities must be kept to a minimum and in any event must not exceed one hour per week per user during office hours and four hours (one hour at a time) per week after hours. Personal usage must not interfere with the user's work and such usage must comply with the requirements of this policy at all times, e.g. personal banking via the internet.

- VIRGONOMICS CC'S Internet and e-mail services must not be used for any purpose that is illegal, against company policy or contrary to the best interest of the company or its business partners. The services may not be used for any of the following:
- Communications in connection with the personal business interests of the user or the user's family, including personal business ventures.
 - Downloading, transmission and possession of pornographic and sexually explicit materials.
 - Transmitting, publishing or distributing of defamatory, slanderous, threatening and abusive messages, inflammatory statements or any message that may be construed as such.
 - Political or religious statements, foul language or any other statements which could be interpreted as harassing (or discriminatory of) others on the basis of race, creed colour, age, sex, national origin, disability or physical attributes or any other unlawful grounds are prohibited.
 - Unauthorized attempts to bypass or any attempt to circumvent any security mechanisms of computers connected to the Internet.
 - Propagating, sending, responding to, redirecting, forwarding or otherwise participating in chain letters or junk e-mail.
 - The alteration, destruction or infringement of the privacy of other employees or third parties computer based information residing on the Internet and e-mail systems.
 - Playing computer games or engaging in any other form of entertainment or sporting activities during business hours.
 - Downloading, distributing or using any software, document or data in breach of the owner's or writer's copyright or in breach of any license, or which may be harbouring a virus.
 - Participation in pirate software bulletin boards, web-sites or similar activities using VIRGONOMICS CC'S information technology facilities.
 - Any communication or activity, which could harm the good name and reputation of VIRGONOMICS CC.

- All files (e.g. databases, software, spreadsheets, word processing documents, etc.) loaded from the Internet or received via the e-mail system are screened with virus protection software prior to being used. The user must notify management of any suspicious e-mail messages or attachments.
- Users must be cautious of e-mail messages and attachments from an unknown source as viruses are often hidden in attachments. If a virus is suspected, the suspected messages and attachments must not be opened or forwarded and must be deleted immediately and reported to management.
- Users may not disable or circumvent the anti-virus software on the VIRGONOMICS CC equipment.
- Binding legal agreements can now be conducted over the Internet. Approval of all such agreements must be confirmed in writing by all parties involved before users enter into any contracts or engage into any transactions via the Internet and e-mail.
- All messages communicated on VIRGONOMICS CC'S Internet and e-mail system must contain the employee's name. No email or any other electronic communication may be sent which hides the identity of the sender as someone else. No user shall use another user's e-mail or Internet link without the user's prior permission.
- Disclaimers must be used at the end of all email messages. The following standard disclaimer must be used on all e-mail messages with a destination outside of VIRGONOMICS CC:

LEGAL DISCLAIMER:

- This communication contains information which is confidential and may also be privileged. It is for the exclusive use of the intended recipient(s). If you are not the intended recipient(s), then please reply to the sender, delete this mail and note that any full or partial distribution, copying or use of this communication or the information in it is strictly prohibited. The views contained within this mail are solely those of the author, and do not necessarily represent those of **VIRGONOMICS CC**, unless specifically stated. Internet e-mails are not necessarily secure. **VIRGONOMICS CC** does not accept responsibility for changes made to this message after it was sent. Please note that despite using the latest virus software, **VIRGONOMICS CC** does not accept any responsibility for viruses and it is your responsibility to scan attachments (if any).

- It is important to remember that you have an obligation to retain all your e-mail. At the same time, you can assist in avoiding a proliferation of unnecessary mail by:
 - Only sending e-mail that is required for your function.
 - Not using the company e-mail system for private messages.
 - Avoid copying in everyone unnecessarily.
 - Avoiding sending and responding to long e-mail trails that do not reach any point (rather pick up a telephone and reach a consensus).
- VIRGONOMICS CC employees should not transmit VIRGONOMICS CC confidential information, confidential information pertaining to the stakeholders, VIRGONOMICS CC proprietary information, copyrighted materials or any trade secrets of VIRGONOMICS CC over any public computer system or network unless properly protected through encryption methods.

5. **Compliance**

- All users are expected to exercise good judgement and act in a professional manner in relation to the use of VIRGONOMICS CC's information technology facilities. Employees should be aware that disciplinary action, including dismissal, depending on the nature of the offence as defined in the VIRGONOMICS CC disciplinary code and number of transgressions, may result from failure to adhere to these standards.
- As stated above VIRGONOMICS CC reserves the right to monitor activities on its information technology facilities for business purposes to measure compliance with these standards. VIRGONOMICS CC further reserves the right to advise appropriate officials of any violation of these standards, if necessary.